

Fort Mason Chapel

National Park Service
U.S. Department of the Interior



Office of Special Park Uses
Golden Gate National Recreation Area



Chapel History

This mission style chapel has stood on the grounds of Fort Mason for over 50 years. Located in the center of Fort Mason, San Francisco it is one of only two remaining military chapels left in the park. Ten beautiful stained glass windows which depict several Army branches, the twelve Apostles and eight Hebrew prophets line both sides of the aisle. Inlaid wood Army insignias, adorn the front of the choir loft of the chapel. Chaplains of all faiths provided services for military members and their families until 1997, when it became part of the Golden Gate National Recreation Area.

General Information

The Fort Mason Chapel, once restricted to military personnel, is now available to the general public. People of various traditions and faiths are welcome to perform wedding ceremonies. The Office of Special Park Uses is here to ensure your special event runs smoothly in a manner that complies with conditions of the National Park Service and the preservation of the historic structure. Please read the rules and regulations to determine if they will correspond with your event plans.

Chapel Facilities

Capacity:	Maximum 208 persons.
Bride's Room:	Located on the right hand side of the entry way. Restroom not available.
Other Rooms:	There are two dressing rooms adjacent to the altar area. Either room may be used as the groom's waiting room.
Choir Loft:	Available <i>only</i> for technical uses (e.g. sound, lighting, photography, videography).
Restrooms:	One restroom located behind the altar area.
Instruments:	Not available, however you are welcome to bring your own instruments.
Tour:	A tour of the Fort Mason Chapel is by appointment only and may be scheduled Monday - Friday, 8am to 4pm. Please call (415) 561-4374 to schedule a tour.
Accessibility:	Chapel is not wheelchair accessible or ADA compliant. Please plan accordingly.

Reservations

We accept reservations up to one year in advance. To place a date on hold, call the Office of Special Park Uses at (415) 561-4374. At this time your request will be entered on to our event calendar and the date will be held for two weeks. Our office must receive the application and \$740.00 administrative cost by the end of the two-week period or the date will be released. Upon receipt of the application and administrative costs, a Special Use Permit will be mailed or faxed to you. The remaining balance of \$260.00 is due two months prior to the event. For more information please contact Jasmin Reyes by phone at (415) 561-4374 or by email at: jasmin_reyes@nps.gov

Nearby Reception Facilities

Fort Mason Officers Club	(415) 561-4371	www.nps.gov/goga/spug
Cliff House	(415) 386-3330	www.cliffhouse.com
Fort Mason Foundation	(415) 441-3400	www.fortmason.org
Golden Gate Club	(415) 561-2582	www.goldengateclub.com
Green's Restaurant	(415) 771-1635	www.greensrestaurants.com
Presidio Golf Course	(415) 561-4661	www.presidiogolf.com
Presidio Trust Events	(415) 561-5444	www.presidiotrust.gov
San Francisco Film Centre	(415) 561-3456	www.sffilmcentre.com
San Francisco Maritime NHP	(415) 561-6662	www.nps.gov/safr

Rules and Regulations

Chapel Access: A Special Use Permit for ceremonies at the Chapel may be scheduled for a maximum of three hours. Hours specified in the Special Use Permit are the *only* hours permittee, guests and those associated with the ceremony can be in the Chapel. Set-up, breakdown and photos will not be allowed prior to or after the hours specified in the Special Use Permit. Additional hours may be scheduled at an additional cost.

Decorations: Decorations, including the type of flowers, must be discussed prior to the issuance of the Special Use Permit. We recommend that you use plastic pew clips and self-standing flower arrangements for decorations.

Use of candles: The lighting of a Unity Candle during the ceremony is allowed **ONLY** on the altar table. Otherwise, fires, candles and all other forms of open flames are prohibited elsewhere in the Chapel and on parklands.

Music: Amplified music is allowed as long as the volume is within reason of what one would expect to hear in a chapel.

Wedding Coordinator/Day of Event Contact: To ensure that your day runs smoothly, we require that a responsible person (other than the engaged couple) be assigned to take care of logistics related to the Chapel on the day of your event. The name of the wedding coordinator/event contact is required at least one week before the event. Park staff monitoring your event will communicate with the wedding coordinator/event contact directly to insure guidelines are followed.

Parking: Parking is available to all park visitors on a 1st come 1st served basis. Generally parking is available on weekends, but is not guaranteed. A map of available parking areas will be provided.

Smoking: Smoking is prohibited inside the Chapel.

Set-up and Breakdown: Permittee is responsible for all set-up and breakdown, which includes but is not limited to decorations, chairs, tables, and trash within the time specified in the Special Use Permit. Permittee will be billed \$65.00 per hour staff overtime for removal of trash and/or decorations associated with the ceremony.

Certificate of Insurance: A \$1-million Certificate of Insurance is required and should list the United States, GGNRA, Bldg. 201 Fort Mason, San Francisco, CA 94123, as *additionally insured* for the date(s) of the event or activity. This liability coverage includes operations, personal injury, product liability, property damage and loss, and other necessary categories in the permit.

Items Not Permitted in the Chapel or on Parklands: To protect parklands and wildlife, the releasing of balloons, doves or butterflies and the throwing of rice, birdseed, flower petals or other natural or artificial materials is not allowed. Flower petals in the chapel will be considered if discussed in advance with the Office of Special Park Uses. The use of tape, staples, tacks or nails to affix any materials or decorations to the Chapel is not allowed. This includes but is not limited to walls, doors, and pews. Affixing directional signage to existing buildings, property, signs, poles or plants is not allowed. Any posted signs will be removed immediately by park personnel. The Office of Special Park Uses will be happy to provide you with written directions and maps.



An example of possible floral decorations outside the chapel.

Costs

Total Cost: \$1,000.00 (see following for cost breakdown)

- Administrative Cost: \$740.00 for a maximum of three hours use of the Chapel.
- Management Cost: \$260.00 for one NPS staff person required to monitor your event.

Rehearsal Costs and Schedules:

- If scheduled between Monday - Friday 8am to 5pm; maximum of one hour use of the Chapel is granted at no additional cost.
- If scheduled Monday - Friday after 5pm: \$65.00/hour
- If scheduled Weekends/ Holidays: \$260.00 minimum three hours use of the Chapel.

Additional Hours: Additional hours beyond time specified in the Special Use Permit for ceremony or rehearsal may be scheduled at \$65.00 per hour.

Cancellation and Refunds:

- \$400.00 of the administrative cost is non-refundable (no exceptions).
- If reservation is cancelled at least 30 days prior to scheduled event: \$340.00 of the administrative cost and \$260.00 management cost will be refunded.
- If the reservation is cancelled less than 30 days prior to the scheduled event: \$740.00 administrative cost is non-refundable; however, the \$260.00 management cost will be refundable.